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DDA 87-0990
8 May 1987

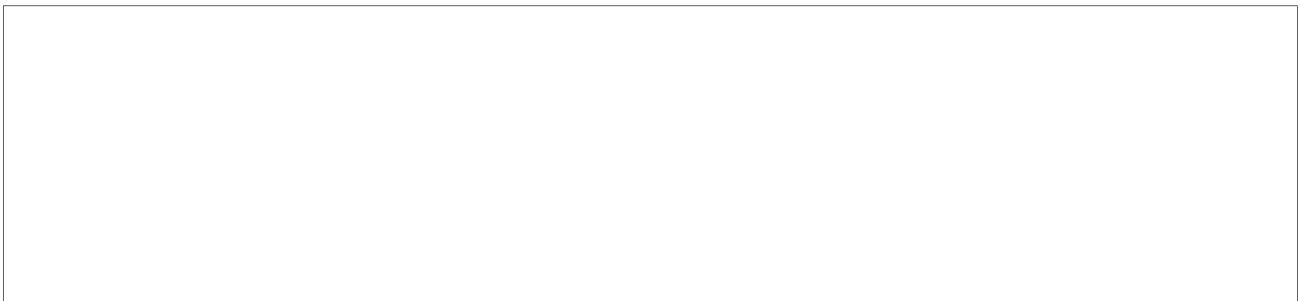
MEMORANDUM FOR: Acting Director of Central Intelligence

FROM: William F. Donnelly
Deputy Director for Administration

SUBJECT: Weekly Report for Period Ending 8 May 1987

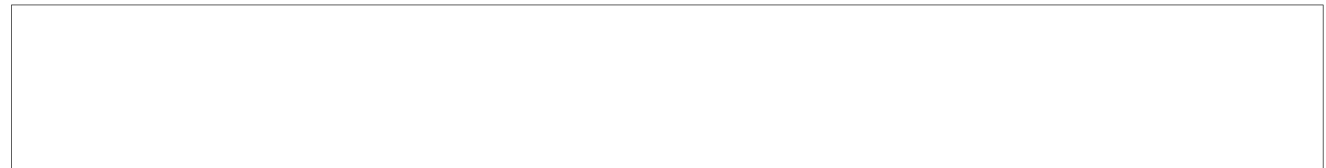
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3. Representatives of the Offices of Medical Services (OMS), Security (OS) and Personnel are meeting monthly to analyze employee assistance cases of common interest. This close coordination is improving our handling of those cases.

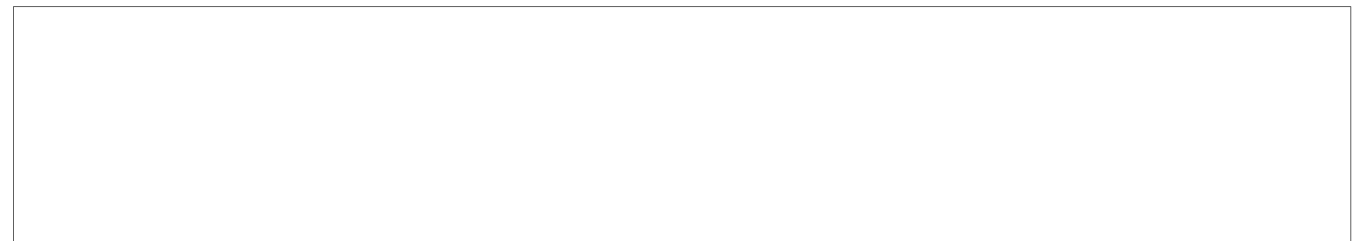
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5. The Office of Training and Education (OTE) is now the sole occupant of the Chamber of Commerce Building. The Office of Logistics (OL) awarded a contract to complete renovations of the ground, first, and second floors to ease OTE's space shortage until Reston or another facility becomes available.

6. On 1 May OL took beneficial occupancy of the first floor computer center in the New Headquarters Building.

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8. During the past week, Robert D. Williams, Vice President of TRW, and Frederick Wang, President of Wang Laboratories, both agreed to serve on the Industrial Advisory Board being formed by the Director of Information Technology.

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9. On 5 May [] people attended the reception to commemorate the 100th running of the Midcareer course. Among the honorees were two members of Midcareer Class No. 1, [] and "Mr. Midcareer," Charles Briggs. Mr. Briggs spoke to every class except the first one.

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11. A representative from the Department of Education (DOE), [] has requested a briefing from OTE's Secretarial Training Branch. [] noted that at the Office of Personnel Management training program commemorating Professional Secretaries Week, the Agency's secretarial training program was cited as being one of the best in government. DOE is planning to institute a secretarial program patterned after ours.

12. OTE is exploring with representatives of Central Texas College the feasibility of offering a two-year associate's degree program for Agency secretaries. Similar approaches are being explored with other institutions.

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13. Student demonstrators greeted Agency recruiters in Minnesota and Ohio, but all interviews were conducted as scheduled. Our [] recruiter, on the other hand, was met at Westshore Community College by the college president, faculty and students, who presented him with a cake and a "Welcome CIA" banner.

14. Central Travel Services has reduced the processing time for travel accountings by four days during the past two months. This is in keeping with the steady reduction in processing time for travel accounts during the last 11 months.

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William F. Donnelly

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